

23 FEB 1981

MEMORANDUM FOR: Deputy Director for Administration

FROM: Thomas H. White
Director of Information Services

SUBJECT: Reducing Resource Needs in the Office of Information
Services (OIS)

1. This is in response to your request to all Offices for ideas on how to reduce resource needs by increasing efficiency. Because OIS is basically a service organization, approximately 95 percent of our budget goes for salaries and benefits. Consequently, the only way we can reduce costs is by reducing the number of people we employ. To do this we would have to terminate some of the services we provide the Agency. Our Divisions are not presently able to satisfy all the requirements levied upon us by current statutes, Executive orders, and Agency needs. Further reductions would only exacerbate the problem.

2. Having said the above, some savings in the future in our Information and Privacy Division (IPD) may be possible if the Agency is relieved from the burdens of the FOIA. Any savings would not be immediately felt however. Only 40 percent of the total production of IPD is related to FOIA. Even with relief we would still have the Privacy Act and Executive Order (E.O.) 12065 mandatory review requests to administer. In addition, we have a two-year FOIA backlog which would have to be completed. Also, some staff would be required to handle FOIA correspondence and referrals from other Government agencies. Hence, any reduction in our 23 positions would be minimal and some time off in the future.

3. There is a possibility of immediate savings in the Classification Review Division (CRD) if and when we obtain relief from the systematic review for declassification provisions of E.O. 12065. In CRD we have 34 positions plus 4 contract personnel. We feel that if systematic review is eliminated from E.O. 12065 we can probably redirect the efforts of about two-thirds of these people. The remainder would still be needed to handle other programs not related to systematic review.

4. An area where savings may be possible is in micrographics production, but a study must be made to determine what the extent of the savings would be and the impact on each Directorate. Presently, the Office of Logistics (OL) maintains a central microfilming plant for the Agency. In addition, each of the other Directorates has a sizable microfilm production facility. As background, in 1977 OL and the predecessor organization to OIS participated in a joint venture to study the feasibility of consolidating micrographics

production facilities. The 1977 study projected that the Agency could save approximately 11 positions, \$245,000 and about 4,000 square feet of floor space through a consolidation of micrographics activities. With the exception of the DDA, each Directorate strongly objected to consolidation for various reasons. The consolidation issue was considered in 1978 by the Agency's most senior management committee, which included representation of each Deputy Director, and was not approved. With the changes in the Agency since then, it would make sense to look at this issue again. We are aware that OL is also making such a proposal in its memorandum to you regarding possible savings.

/s/ Thomas H. White

Thomas H. White

DIS:THWhite:ydc (23 Feb 81)

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